

## Pocket Resume Worksheet Packet

### Section A: Pocket Resume Labeling

**Directions:** Read the information in the table below. Determine what section of the pocket resume the information belongs to and write the answer on the line provided. You may use the 'Pocket Resume Example' for guidance.

Pocket Resume Sections:

- Personal Information & Education
- Job History/Volunteer Experience
- Personal References
- Additional Information

<p>1. Sharon Duncan 7 Mohawk, Santa Ana, California 714-999-0088 3 years</p> <p>_____</p>	<p>2. Proficient in Google Applications including Google Docs and Google Slides.</p> <p>_____</p>	<p>3. Bertha Mendoza 2365 Washington Street Santa Ana, CA 92704 <a href="mailto:Bertha_mendoza@gmail.com">Bertha_mendoza@gmail.com</a></p> <p>_____</p>
<p>4. Currently Enrolled in ESL Intermediate High class at Centennial Education Center in Santa Ana, CA</p> <p>_____</p>	<p>5. McDonalds, Santa Ana, CA 714-556-7789 Manager: Jesus Lopez June 2017 – Present</p> <p>_____</p>	<p>6. Fluent in Spanish and English.</p> <p>_____</p>

### Section B: Finding Specific Information

**Directions:** Read the paragraph below about Diego Santos and then complete his pocket resume on the next page.

Diego Santos is looking for a job as a car mechanic. Diego is from Brazil and can speak Portuguese, Spanish and a little English. Diego's home address is 2345 Civic Center Drive in Santa Ana. His phone number is 714-998-3214. He also has an email address. It is [diego434@gmail.com](mailto:diego434@gmail.com). Diego has been a car mechanic for 5 years. He worked at JLH Automotive in Irvine from 2011 to 2014. He currently works at Transmissions R Us in Anaheim. He started there in 2015. He has several co-workers that he could use as references. Diego worked with Henry Lee for 3 years and they have a good relationship. Henry Lee's number is 949-998-1254. He could also use his English teacher from Santa Ana College. Her name is Patty Chang. He has known her for 2 years.

Her phone number is 212-952-6813. Diego has basic computer knowledge and knows how to use Microsoft Excel.

Diego Santo's Pocket Resume

**Personal Information & Education:**

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Dates Attended: \_\_\_\_\_

Subjects: \_\_\_\_\_

**Previous Jobs/Volunteer Opportunities**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**References**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

How long you have known them: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

How long you have known them: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

How long you have known them: \_\_\_\_\_

**Additional Information**

(CPR/First Aid, other languages spoken, computer skills, job skills, etc.)

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Section C: Your Turn

Directions:

**Option 1:**

Complete the pocket resume on the following page with your information.

**Option 2:**

Complete the pocket resume on the following using information that you will make up.

**Note:**

Please use your smart phone together information for your pocket resume. Addresses, phone numbers, and other items can easily be accessed using your phone. If you need to search for something online, use an online browser such as Google Chrome or Safari.

\_\_\_\_\_ 's Pocket Resume

**Personal Information & Education:**

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Dates Attended: \_\_\_\_\_

Subjects: \_\_\_\_\_

**Previous Jobs/Volunteer Opportunities**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**References**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

How long you have known them: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

How long you have known them: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

How long you have known them: \_\_\_\_\_

**Additional Information**

(CPR/First Aid, other languages spoken, computer skills, job skills, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Answer Key:

Section A:

1. Personal References
2. Additional Information
3. Personal Information & Education
4. Personal Information & Education
5. Job History/Volunteer Experience
6. Additional Information

Section B:

**Personal Information & Education:**

Home Address: 2345 Civic Center Drive, Santa Ana, CA

Phone number: 714-998-3214

Email: [diego434@gmail.com](mailto:diego434@gmail.com)

**Job History:**

Employer: JLH Automotive,

Address: Irvine CA

Supervisor: n/a

Dates of Employment: 2011 – 2014

Employer: Transmissions R Us

Address: Anaheim, CA

Supervisor: n/a

Dates of Employment: 2015 - present

**Personal References:**

Name: Henry Lee

Address: n/a

Phone Number: 949-99801254

How long have you known them? 3 Years

Name: Patty Chang

Address: n/a

Phone Number: 212-952-6813

How long have you known them? 2 Years

**Additional Skills:**

Fluent in Spanish and Portuguese

Basic Computer knowledge

Proficient in Microsoft Excel